

Deferred Submittal Schedule

(This data must be shown on the drawing cover sheet)

Plan Check No: _____ **Date:** _____

Project Name / Address: _____

Engineer / Architect of Records / Phone: _____

Deferred Submittal Criteria:

- The Building Division shall be notified in writing of any deferred items not meeting the scheduled dates and new dates must be submitted for review and approval.
- Plans and calculations shall be approved by the Engineer/Architect of Record prior to submitting to the Building Division.
- Building Division approved drawings of the deferred submittal items must be present at job site during the inspection of the deferred items.

| Deferred Submittal Items ⁽¹⁾ | Submittal Date for Engineer/Architect of Record to Review & Approve | Submittal Date for Building Division to Review & Approve | Date for Fabrication | Date for Installation at the Job Site |
|--|--|---|-----------------------------|--|
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⁽¹⁾ **The Building Division Plan Checker will determine what items are allowed to be deferred based on project timelines and Engineer / Architect recommendation.**

Owner Signature

Contractor Signature
(If contractor is not available at permit issuance, owner is responsible to ensure that the timelines are adhered to by the Contractor.)